MBI Planning Process Analyses Checklist

Feature	Critical Components	In Place	Planned
PRACTICES	**Outcome and objectives** What do you want to have happen?		
What We Do For Students	**Research Supported** Is there research/evidence to support the practice you have decided to adopt?		
	Technical Assistance Input What needs to happen to achieve the desired outcome?		
	Stakeholder Input Have the people involved been part of the planning process?		
SYSTEMS	**Evaluate Current System** Do we need to develop a new system or modify the existing one?		
How We Support Adults	**Allocate/Reallocate Resources** What resources –time, people, materials, space—be needed to implement new procedure/practices?		
	Develop Process/Model What will this procedure/practice look like for students and adults?		
	Training What, if any, training is necessary?		
	Information Dissemination How will the new procedures/practices be communicated to staff? How will the new procedures/practices be communicated to parents?		
	Ongoing Support What type of ongoing support is necessary to support staff in implementation?		
	Develop Evaluation Process How will data be collected? Who will collect and review data? How will adjustments be made?		
	Provide Frequent and Instructional Feedback to Staff How will evaluations be presented to staff?		
DATA	**Student Outcomes** How will student outcomes be measured?		
How We Make Decisions	**Adult Perceptions** How will adult perceptions be measured?		
	Analysis How will the effectiveness of practices/procedures be measured?		